

Department of Engineering
Tim Bryan, P.E., County Engineer

3137 South Liberty Street, Canton, MS 39046
Office (601) 790-2525 FAX (601) 859-3430

MEMORANDUM

June 27, 2023

To: Sheila Jones, Supervisor, District I
Trey Baxter, Supervisor, District II
Gerald Steen, Supervisor, District III
Karl Banks, Supervisor, District IV
Paul Griffin, Supervisor, District V

From: Tim Bryan, P.E.
County Engineer

Re: Closeout Paperwork
Recreational Trail Program # RTP-341
Sulphur Springs Park

The Engineering Department requests that the Board approve the attached closeout paperwork for the above referenced project. The County Comptroller has reviewed and signed the Accounting and Audit Requirements Acknowledgement Forms.



**MISSISSIPPI
DEPARTMENT OF WILDLIFE, FISHERIES, AND PARKS**

October 26, 2022

Mr. Karl Banks, President
Madison County Board of Supervisors
P.O. Box 608
Canton, MS 39046

RE: Recreational Trail Program #RTP-341
Sulphur Springs Park Trail

Dear Mr. Banks:

We have received copies of cancelled checks and invoices submitted for the referenced project. After processing all expenses that meet the Recreational Trail Program (RTP) guidelines for 80% reimbursement, a payment in the amount of \$120,000.00 was posted to Madison County Board of Supervisors through Paymode (check #302120874) dated 10/25/2022.

We would also like to advise that, after reimbursement, the RTP project was closed with a balance of \$0.00. Attached is a comparison of the project agreement and all project expenses that have been submitted to this office. Please sign and return it to me.

Additionally, an Accounting and Audit Requirements Acknowledgement Form and an Audit Assurance Form are enclosed. The fiscal year dates on the forms are to encompass the span of the project. Please complete and sign each form and return to me. A digital copy of these forms in MS Word can be emailed to you if needed.

If you have any questions or need additional information concerning this project, please contact our office at 601-432-2227.

Sincerely,

A handwritten signature in blue ink that reads "Terry McDill".

Terry McDill, Administrator
Recreational Trails Program

Enclosures

October 26, 2022
#RTP-341
Madison County Board of Supervisors
Sulphur Springs Park Trail

Project Agreement vs. Actual Project Expense			
Project Agreement		Actual Project Expenses Reported	
Total Agreement 100%	\$150,000.00	Actual Total Expenses Reported	\$159,038.23
Recreational Trails Program 80%	\$120,000.00	Qualifying Cash Paid Out	\$154,616.48
Sub recipient Share 20%	\$30,000.00	In-Kind Submitted	\$0.00

Reimbursement #1 and Final
Madison County Board of Supervisors
Vendor #3100023040
Payment Method: Paymode Check # 302120874 dated 10/25/2022
Amount: \$120,000.00

I am aware there is a closing balance of \$0.00 remaining in Project No. RTP-341. I, the authorized official representing the Madison County Board of Supervisors request that this project be closed out.

Signature

Title

Date

**Accounting and Audit Requirements
Acknowledgement Form**

Pursuant to federal law, any entity that expends \$750,000 or more of combined federal funds in its fiscal year is required to have a Single Audit performed in accordance with OMB Circular A-133 and your grant agreement. Federal financial assistance includes funds received from all federal resources, not just funds from the Recreational Trails Program.

The Recreational Trail Program (CFDA# 20.219) is subject to the Single Audit Act of 1984, P. L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. This Act set forth standards for obtain consistency and uniformity among Federal, State, and local governments, and non-profit organizations which are expending Federal awards (Grants).

The Sub-recipient must maintain an accounting system that accurately reflects fiscal transactions, with the necessary controls and safeguards. The system must provide accounting data so that the total cost of each individual Grant Project can be readily determined. Grantees must keep accurate records of all *RTP Project expenditures paid out each fiscal year while the grant is active* including, but not limited to, receipts, progress payments, invoices, and timecards. These records must be retained for a period of three years after final payment is made by the State.

If you have not expended \$750,000 or more of combined federal funds in your fiscal year, you should check the second box and fill out the grid detailing source(s) of federal funds. Sign the form certifying that you do not owe the federal government and the Mississippi Department of Wildlife, Fisheries and Parks a Single Audit for this fiscal year.

But if you have expended \$750,000 or more of combined federal funds in a fiscal year during the RTP project period and RTP expenditures were paid out in that fiscal year a copy of the Single Audit is required to be submitted to this office for each fiscal year that applies.

If you have exceeded the threshold amount, please arrange for a Single Audit to be conducted, if you have not already done so (you can find a list of CPA's who have received the required training on the State Auditor's website at www.osa.ms.us). Fill out the attached Audit Assurance form as required and return the form to the Mississippi Department of Wildlife, Fisheries and Parks, Outdoor Recreation Grants (ORG) as soon as possible.

Authorized Signature (Mayor, Board President, Executive Director, etc)

Title

Date

Printed Name

Project Period begin
October 9, 2020

Project Period End
September 23, 2022

Fiscal Year Start Date

End Date

Mississippi Department of Wildlife, Fisheries and Parks
Outdoor Recreation Grants - Audit Assurance

Organization: Madison County Board of Supervisors Fiscal Year End 9/30/2022

We have exceeded the federal expenditure threshold of \$750,000. We will have our Single Audit or Program Specific Audit completed and will submit by : March 2024 which is no later than nine (9) months after the end of the audited fiscal year.

We did not exceed the \$750,000 federal expenditure threshold required for a Single Audit or Program Specific Audit to be performed for this fiscal year. (Fill out schedule below)

Must be filled out if Single Audit or Program Audit is not required:

Federal Grantor	Pass-through Grantor	Program Name & CFDA Number	Contract Number	Expenditures

Authorized Signature (Mayor, Board President, Executive Director) _____ Title Board President

Gerald Steen _____ P.O. Box 608 _____ Canton, MS 39046
Printed Name Mailing Address City Zip Code

gerald.steen@madison-co.com _____ 601-594-5126 _____ 601-859-5875
Email Address Phone Number Fax Number

Na'Son S. White _____ 601-855-5580 _____ nason.white@madison-co.com
Chief Financial Officer / Comptroller Phone Number Email Address

Submit this form to: Mississippi Department of Wildlife, Fisheries and Parks
Outdoor Recreation Grants (RTP)
P O Box 451
Jackson, Mississippi 39205-0451

Madison County Board of Supervisors

RTP-341 Sulphur Springs Park Trail

Reimbursement of \$120,000.00

Display Check Information

Menu		Back	Exit	Cancel	System	Check recipient	Check issuer..
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Paying company code	SOMS	Payment document no.	2032898966
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Bank details

House Bank	PAYMD	Bank Key	065300279
Account ID	PAYMD	Bank Account	1000046710
Bank Name	TRUSTMARK NATIONAL BANK		
City	39205 JACKSON		

Check information

Check number	302120874	Currency	USD
Payment date	10/25/2022	Amount paid	120,000.00
Check encashment	10/25/2022	Cash discount amount	0.00

Check recipient

Name	MADISON CTY BD OF SUPERVISORS
City	CANTON
Payee's country	US
Regional code	MS

Claim: 5000109315, RTP-341 Sulphur Springs Park Trail

▼ Claim Overview

General Data

Description: RTP-341 Sulphur Springs Park...

Grantee ID/Name: 3100023040 / MADISON CTY ...

Grantee Contact: Mr. Shelton Vance

Agreement/Des... 0006026056 / RTP-341 Sulphu...

Program ID/Des... 700000010304 / RTP-341 Mad...

Posting Date: 10/14/2022

Start Date: 10/13/2022

End Date: 12/31/2022

Last Changed B... ERP2CRM / 10/25/2022

Employee Resp... TERRILL MCDILL

External Refere...

Inter Agency Re... 0

Final Claim Indi... Yes No

Payments

Requested Amo... 120,000.00 USD

Eligible Amount: 120,000.00 USD

Authorized Amo... 120,000.00 USD

Billing Request ... 120,000.00 USD

Open Item (ERP): 0.00 USD

Cleared Item (E... 120,000.00 USD

Advances

Requested Amo... 0.00 USD

Eligible Amount: 0.00 USD

Authorized Amo... 0.00 USD

Billing Request ... 0.00 USD

Open Item (ERP): 0.00 USD

Cleared Item (E... 0.00 USD

Status: Payment Approved

▼ Item List

View: All

A...	It...	Description	Payment ...	Status	Requeste...	Eligible A...	Authoriz...	Expense...
10		RTP-341...	Payment	Released	120,000.00	120,000.00	120,000.00	SOMS E...

▶ Claim Form

▶ Notes

▶ Attachments

▶ Change History

▶ Transaction History

▶ **Scheduled Actions**

▶ **Partners**

▶ **Case Management**

▶ **Dates**
